

Hourly Pay Information

Pay Date	Posting Date (when employees can view paystub)	Pay Period Hrlly Staff (based on days worked in period)	Extra Duty Pay Date	Extra Duty Pay Period	Pay Sheets Due to Payroll OfficeF2:G2F2: G22	Frontline Forms Due to Payroll Office (direct deposit / W4's)
7/1/2024	6/27/2024	6/1-6/15	NA	NA	NA	6/15/2024
7/15/2024	7/11/2024	6/16-6/30	7/15/2024	Jun-24	5-Jun	7/1/2024
8/1/2024	7/30/2024	7/1-7/15	NA	NA	NA	7/15/2024
8/15/2024	8/13/2024	7/16-7/31	8/15/2024	Jul-24	5-Aug	8/1/2024
8/30/2024	8/28/2024	8/1-8/15	NA	NA	NA	8/15/2024
9/13/2024	9/11/2024	8/16-8/31	9/15/2024	Aug-24	5-Sep	9/1/2024
10/1/2024	9/30/2024	9/1-9/15	NA	NA	NA	9/15/2024
10/15/2024	10/11/2024	9/16-9/30	10/15/2024	Sep-24	4-Oct	10/1/2024
11/1/2024	10/30/2024	10/1-10/15	NA	NA	NA	10/15/2024
11/15/2024	11/13/2024	10/16-10/31	11/15/2024	Oct-24	5-Nov	11/1/2024
11/29/2024	11/26/2024	11/1-11/15	NA	NA	NA	11/15/2024
12/13/2024	12/11/2024	11/16-11/30	12/15/2024	Nov-24	5-Dec	12/1/2024
12/31/2024	12/27/2024	12/1-12/15	NA	NA	NA	12/1/2024
1/15/2025	1/13/2025	12/16-12/31	1/15/2025	Dec-24	7-Jan	12/15/2024
1/31/2025	1/29/2025	1/1-1/15	NA	NA	NA	1/15/2025
2/14/2025	2/12/2025	1/16-1/31	2/15/2025	Jan-25	5-Feb	2/1/2025
2/28/2025	2/26/2025	2/1-2/15	NA	NA	NA	2/15/2025
3/14/2025	3/12/2025	2/16-2/28	3/15/2025	Feb-25	5-Mar	3/1/2025
4/1/2025	3/28/2025	3/1-3/15	NA	NA	NA	3/15/2025
4/15/2025	4/11/2025	3/16-3/31	4/15/2025	Mar-25	4-Apr	4/1/2025
5/1/2025	4/29/2025	4/1-4/15	NA	NA	NA	4/15/2025
5/15/2025	5/13/2025	4/16-4/30	5/15/2025	Apr-25	5-May	5/1/2025
5/30/2025	5/28/2025	5/1-5/15	NA	NA	NA	5/15/2025
6/13/2025	6/11/2025	5/16-5/31	6/15/2025	May-25	3-Jun	5/15/2025

Federal Holiday - Banks closed

07/04/24	11/11/24	01/01/25	05/26/25
09/02/24	11/28/24	01/20/25	06/19/25
10/14/24	12/25/24	02/17/25	

Timeclock approvals are due each Tuesday by 10am/ work weeks are Sunday - Saturday
Extra Duty is all work that is not part of your priary job duties (may include event work, tutoring, PD, etc.)

Exempt / Annualized Salary Pay Information

Pay Date	Posting Date (when employees can view paystub)	1st check start date	Extra Duty Pay Date	Extra Duty Pay Period	Pay Sheets Due to Payroll OfficeF2:G2F2:G 22	Frontline Forms Due to Payroll Office (direct deposit / W4's)
7/1/2024	6/27/2024	260 Day 1st of 24 checks	NA	NA	NA	6/15/2024
7/15/2024	7/11/2024		7/15/2024	Jun-24	5-Jun	7/1/2024
8/1/2024	7/30/2024	220 & 210 day 1st of 24 checks	NA	NA	NA	7/15/2024
8/15/2024	8/13/2024		8/15/2024	Jul-24	5-Aug	8/1/2024
8/30/2024	8/28/2024	180, 182, 190 & 200 day 1st of 24 checks	NA	NA	NA	8/15/2024
9/13/2024	9/11/2024		9/15/2024	Aug-24	5-Sep	9/1/2024
10/1/2024	9/30/2024		NA	NA	NA	9/15/2024
10/15/2024	10/11/2024		10/15/2024	Sep-24	4-Oct	10/1/2024
11/1/2024	10/30/2024		NA	NA	NA	10/15/2024
11/15/2024	11/13/2024		11/15/2024	Oct-24	5-Nov	11/1/2024
11/29/2024	11/26/2024		NA	NA	NA	11/15/2024
12/13/2024	12/11/2024		12/15/2024	Nov-24	5-Dec	12/1/2024
12/31/2024	12/27/2024		NA	NA	NA	12/1/2024
1/15/2025	1/13/2025		1/15/2025	Dec-24	7-Jan	12/15/2024
1/31/2025	1/29/2025		NA	NA	NA	1/15/2025
2/14/2025	2/12/2025		2/15/2025	Jan-25	5-Feb	2/1/2025
2/28/2025	2/26/2025		NA	NA	NA	2/15/2025
3/14/2025	3/12/2025		3/15/2025	Feb-25	5-Mar	3/1/2025
4/1/2025	3/28/2025		NA	NA	NA	3/15/2025
4/15/2025	4/11/2025		4/15/2025	Mar-25	4-Apr	4/1/2025
5/1/2025	4/29/2025		NA	NA	NA	4/15/2025
5/15/2025	5/13/2025		5/15/2025	Apr-25	5-May	5/1/2025
5/30/2025	5/28/2025		NA	NA	NA	5/15/2025
6/13/2025	6/11/2025	260 day 24th of 24 checks	6/15/2025	May-25	3-Jun	5/15/2025

Exempt Summer Payroll Information - dates are subject to change

7/1/2025	6/16/2025	6/1-6/15	NA	NA	NA	5/15/2025
7/15/2025	6/17/2025	6/16-6/30	7/15/2025	Jun-25	7-Jul	5/15/2025
8/1/2025	6/18/2025	na	NA	NA	NA	5/15/2025
8/15/2025	6/20/2025	na	8/15/2025	Jul-25	5-Aug	5/15/2025

Summer School Pay date TBD

Pay Sheets: extra duty work not tracked thru the time clock and require both employee and supervisor to sign